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Comptroller

21 April 1952

Finance Division

Disbursing Office Procedures

1. With the assignment of (a) [REDACTED] and (b) [REDACTED] to the positions of Monetary Analyst and Disbursing Officer respectively, certain procedural changes are contemplated to permit the fulfillment of responsibilities and functions in these positions, in the most practicable and expeditious manner consistent with sound business practices.

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2. [REDACTED] will retain his Agent Cashier account since he no longer will have access to the records and check books of his and other Agent Cashier bank accounts. The maintenance of Agent Cashier accounts and the preparation of checks will continue to be functions of the Disbursing Office under [REDACTED]

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3. It is proposed that [REDACTED] be supplied with a fund of approximately \$250,000 from the Agent Cashier account of [REDACTED]. As funds are used in disbursements, they will be replenished in approximately similar amounts. Heretofore, funds used in the Disbursing Office were considered to be Agent Cashier funds until actually disbursed, however, it is now proposed to consider them as "Disbursing Office Cash Funds". As the funds are drawn by the Disbursing Office from the Agent Cashier Account, a charge will be made against the appropriation and credit will be taken by the Agent Cashier. An appropriate account number will be assigned. It is also proposed to continue to use the [REDACTED] Agent Cashier account for miscellaneous check payments, as heretofore.

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4. In his capacity as Disbursing Officer, [REDACTED] will be personally responsible for all cash in the Disbursing Office and, accordingly, will each day submit a verified statement of his cash position to the Chief, Monetary Branch. At each month end, a cash count will be made by employees independent of the Monetary Branch. Periodically, an unannounced cash count will be made by employees, not of the Monetary Branch, and a certified statement of the cash position will be submitted to the Chief, Monetary Branch.

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5. With the approval of the Comptroller, the foregoing will be made effective at the earliest practicable date.

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Chief, Finance Division

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